

SAMPLE TIME ON STATION WAIVER MEMORANDUM

(LETTERHEAD)

Office Symbol

Date

MEMORANDUM THRU

Commander (**Company Level, Battalion Level, Brigade Level**)

Garrison Director of Human Resources, United States Army Garrison-Hawaii, (IMHW-HRM),
Schofield Barracks, HI 96857-5000

FOR Commander, U. S. Army Human Resources Command, (AHRC-EPF-M), 1600 Spearhead
Division Road, Fort Knox, KY 40122

SUBJECT: Request Waiver of Time on Station for Voluntary Retirement

1. Under the provisions of paragraph 12-11, AR 635-200, I request a **(no of months)** waiver of my (time on station on current tour, time in grade, FSTE, IPCOT, etc.) for the purpose of retirement. My current DEROS is **(date)** and my requested date of retirement is **(sample 1Sep 2011)**.

2. **Justification for requesting this waiver:**

3. POC for this action is the undersigned at (808) 655-0000.

First Name, MI, Last Name
Rank
SSN